

*Ofm*  
*Adi*

Accomplishments - 30 September 1958 through 31 March 1959

O & M Staff (DD/I Area)

Assisted DD/I Offices in revising internal organization and staffing, allocating positions in staffing complements, and processing planning papers under the new manpower structure; reviewed final submittals for the DD/S.

Examined Administrative Staffs of all DD/I Offices and made more than 50 recommendations, now being studied or carried out, for simplifying procedures, eliminating unnecessary paperwork, improving organization, and reducing staffs by five positions.